

BUMED INSTRUCTION 6300.12

From: Chief, Bureau of Medicine and Surgery
To: Ships and Stations Having Medical Personnel

Subj: SUBMISSION OF AUTOMATED QUALITY OF CARE EVALUATION SUPPORT SYSTEM
(AQCESS), WORLDWIDE OUTPATIENT REPORTING SYSTEM (WORS), AND MEDICAL
EXPENSE AND PERFORMANCE REPORTING SYSTEM (MEPRS) DATA ON MAGNETIC
MEDIA

Ref: (a) BUMEDINST 6300.3B
(b) BUMEDINST 6300.2A
(c) Navy MEPRS User Guide, July 1990

Encl: (1) Magnetic Tape Submission Due Dates
(2) Sample of a Tape Label

1. Purpose. To provide policy and guidance for submitting data on magnetic media from medical treatment facilities (MTFs) to the Naval Medical Data Services Center (NAVMEDATASERVCE), per references (a), (b), and (c) to eliminate the possibilities for missing, late submission, and lost data for the AQCESS, WORS, and MEPRS systems.

2. Scope. Applies to all reporting facilities who submit data on magnetic tape to NAVMEDATASERVCE for subject systems.

3. Policy. Facilities must submit data within the due dates specified for each system per references (a), (b), and (c). Enclosure (1) provides the due dates for each system.

4. Procedures

a. Submit data to NAVMEDATASERVCE within the required dates in references (a), (b), (c), and enclosure (1).

b. Label magnetic tapes to notify NAVMEDATASERVCE of the contents of the tapes being sent per enclosure (2). Enter the information directly on a tape label and affix the label to the tape. Ensure that the label matches the tape contents.

c. Affix a color coded preaddressed label, provided by NAVMEDATASERVCE, to the mailing envelope for each data submission. Use red labels for AQCESS, blue labels for WORS, and green labels for MEPRS. NAVMEDATASERVCE will provide labels each year.

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d. NAVMEDATASERVCE will maintain a tracking log of tapes received. If data cannot be read due to incorrect blocking, incorrect data time period, or any other problems occur, NAVMEDATASERVCE will notify a facility to resubmit.

5. Action. MTFs must comply with this instruction and references (a), (b), and (c).

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MAGNETIC TAPE SUBMISSION DUE DATES

1. Automated Quality of Care Evaluation Support System (AQCESS)
 - a. Workload and biometrics data submitted monthly.
 - b. Submit all tapes within 5 working days after the end of the previous month.
2. Worldwide Outpatient Reporting System (WORS)
 - a. Data submitted monthly.

b. Submit all tapes within 5 working days after the end of the previous month.

3. Medical Expense and Performance Reporting System (MEPRS)

a. Data submitted quarterly.

b. Submit all tapes on a quarterly basis within 30 days following the close of a reported quarter.

Enclosure (1)
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SAMPLE OF A TAPE LABEL

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* * * * *
*
*   TYPE OF DATA:      name of data   *
*   TIMEFRAME OF DATA: mm yy          *
*   FACILITY NAME:      *
*   RETURN ADDRESS:     line 1          *
*                       line 2          *
*   DATE SENT:          yy/mm/dd       *
*
* * * * *
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Enclosure (2)